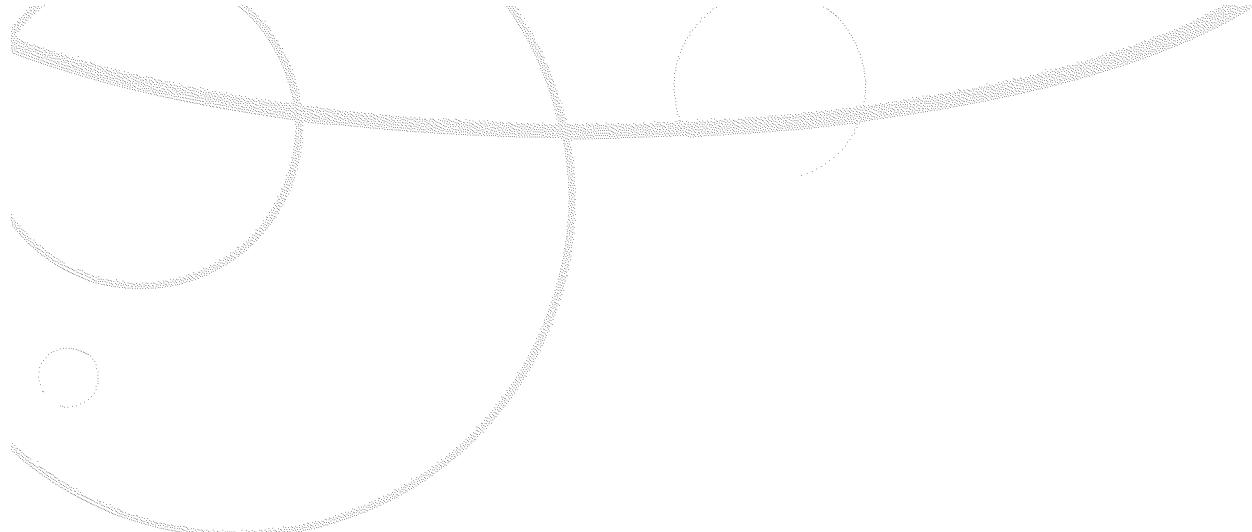


**To:** Bielenberg, Ben[Bielenberg.Ben@epa.gov]; Milbeck, Regina[Milbeck.Regina@epa.gov]; Phillips, John[Phillips.John@epa.gov]  
**From:** Doucette, Judi  
**Sent:** Tue 8/18/2015 1:53:50 PM  
**Subject:** FW: Accounting for Gold King Mine Response and PeoplePlus Timecards



What I sent in R1 to those deployed and their managers.

**Judi Doucette Teague, Regional Comptroller**

EPA New England Region 01, Office of the Comptroller

5 Post Office Square - Suite 100 Mail Stop OARM 16-1

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Doucette.Judi @EPA.GOV

Comptroller's Intranet

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**From:** Doucette, Judi  
**Sent:** Tuesday, August 18, 2015 9:52 AM

**To:** Grantham, Nancy; Burgo, Daniel; Honnelloio, Anthony  
**Cc:** Kenyon, Michael; Szaro, Deb; Barmakian, Nancy; Shanahan, Katherine; Tucker, Carol; Bazenash, Ted; Lovely, William; Schofield, Shannon; Doucette, Judi  
**Subject:** Accounting for Gold King Mine Response and PeoplePlus Timecards

**Accounting for Gold King Mine Response:**

The two account code favorites below have been added to your PPL profiles. While deployed, please charge your base pay (normally scheduled bi-weekly hours) towards the 'BASE HRs' favorite built w/ your Regional ORG code (01\_). Hours worked beyond your normal work schedule should be charged to the 'OT' favorite built w/ Region 8's ORG (08L).

**BASE HRs – Gold King Mine Response\***

<input type="button" value="Acct Build"/>	Acct String: 2015 T 01R 303DC6 A8K9RV00	+ -
<input type="checkbox"/> Load to Timecard?		
Acct Descr: GOLD KING MINE BLOW OUT - REMOVAL ACTION - OU 00		
User Descr: BASE HRs - Gold King Mine Response		

\* = R1 ORG code varies dependent upon the division you sit in

**OT – Gold King Mine Response**

<input type="button" value="Acct Build"/>	Acct String: 2015 T 08L 303DC6 A8K9RV00	+ -
<input type="checkbox"/> Load to Timecard?		
Acct Descr: GOLD KING MINE BLOW OUT - REMOVAL ACTION - OU 00		
User Descr: OT - Gold King Mine Response		

**Charging Gold King Mine Response time on Timecard**

- Hit the  button and both Gold King Mine Response favorites will appear on separate lines. One line will appear for 'BASE HRs' worked and another for 'OT' hours worked.  
**BE SURE YOU ENTER YOUR HOURS ON THE APPROPRIATE LINE.**

<b>OVTHR</b>	Overtime	583932	OT - Gold King Mine Response	2015 T	08L	303DC6	A8K9RV00
<b>REGHR</b>	Basic Pay	584115	BASE HRS - Gold King Mine Response	2015 T	01A	303DC6	A8K9RV00

- If you worked overtime, remove the REGHR in the time reporting code box on the line w/ the Region 8 ORG (08L), enter code OVTHR and then proceed to record your OT hours worked on that line.
- If no OT hours were worked then simply delete the 'OT' line by scrolling all the way to the right and selecting the **Delete** button.
- As always, after completing your timecard, please hit 'save', 'attest and submit' and then 'save' again.

Timesheet															Time Row	Reporting	Total	Code
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time	Row	Reporting	Total	Code
8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	2.00			2.00	OVTHR
																	78.00	REGHR
<b>Total Hours</b>																		
0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	80.00			80.00	
Period Total: FAN TO																		

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